

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet <i>(Please read instructions on back)</i>				1. Position No. EPGS21008		2. Incumbency Allocation Only? May Not be IAed <input checked="" type="checkbox"/>		
3. Reason for Submission Other		4. Employing Office Location Washington, D.C.		5. Duty Station Washington, D.C.		6. BUS Code 8888		
Explanation (Show any positions replaced)		7. Fair Labor Standards Act Exempt -Executive <input checked="" type="checkbox"/>		8. Financial Statements Required OGF-278 Required <input checked="" type="checkbox"/>		9. Cybersecurity Code a. 000 b. c.		
		10. Position Status Excepted (Specify in Remarks) <input checked="" type="checkbox"/>		11. Supervisory Status Code 2-Supervisor/Manger <input checked="" type="checkbox"/>				
		12. Competitive Level Code		13. Competitive Area		14. Drug Testing Yes <input checked="" type="checkbox"/>		
		15. Extramural %		16. Functional Class Code N/A		17. Medical Monitoring		
		18. Position Sensitivity Critical Sensitive <input checked="" type="checkbox"/>		19. Security Clearance 3 - Top Secret <input checked="" type="checkbox"/>		20. Position Risk 3 - High <input checked="" type="checkbox"/>		
		21. Emergency Essential		22. Developmental Position No <input checked="" type="checkbox"/>		23. Full Performance Level GS-15		
24. Position Classification		Official Title of Position				Pay Plan	Occupational Code	Grade
a. Official Allocation		Deputy Associate Administrator for Intergovernmental Affairs				GS	0340	15
25. Organizational Title of Position (if different from official title)				26. Name of Employee (if vacant, state such) Casey Katims				
27. Department, Agency, or Establishment Hierarchy								
a. 1st Tier Org Code		1st Tier Org Description U.S. Environmental Protection Agency						
b. 2nd Tier Org Code A0000000		2nd Tier Org Description Office of the Administrator						
c. 3rd Tier Org Code A0F00000		3rd Tier Org Description Office of Congressional and Intergovernmental Relations						
d. 4th Tier Org Code		4th Tier Org Description						
e. 5th Tier Org Code		5th Tier Org Description						
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager				
Signature				Signature				
Date				Date				
				CHARLOTTE BERTRAND Digitally signed by CHARLOTTE BERTRAND Date: 2021.01.14 19:41:06 -05'00'				
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.				Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.				
a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist				30. Position Classification Standards Used in Classifying/Grading Position				
Signature				Handbook of Occupational Groups & Families, 12/18 GSSG, HRCD-5, 6/98, 4/98				
Date								
1/20/21								
31. Remarks Executive Resources position: Schedule C. PD classified as a GS-15 based on position serving as a full deputy to the SES Associate Administrator for Congressional and Intergovernmental Relations. Used GSSG deputy guidance.								

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Deputy Associate Administrator for Intergovernmental Affairs GS-0301-15

Introduction

This position is located in the Office of the Administrator, in the immediate office of the Office of Congressional and Intergovernmental Relations (OCIR). The incumbent serves as the Deputy Associate Administrator for Intergovernmental Affairs and reports directly to the Associate Administrator (AA) for Congressional and Intergovernmental Relations. The Office serves as the Administrator's principal point of contact with Congress on all Agency matters. The Office serves as a liaison for these parties to the Office of the Administrator and senior Agency officials and facilitates communication between Agency Headquarters and Regions and elected officials in coordination with the Office of Intergovernmental Relations in OCIR.

The incumbent of the position requested for Schedule C exception will not be able to adequately perform his/her duties without being privy to the political, personal, and management philosophies of the Administrator and Associate Administrator for Congressional and Intergovernmental Relations. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and Associate Administrator and, as such, will be expected to reflect his/her philosophies in conversation with leading figures of government, business, and other groups. The incumbent will also be obliged to present the views of the Administrator or Associate Administrator in correspondence and other communications with the Agency managers and program officials.

Major Duties and Responsibilities

The Deputy Associate Administrator for Intergovernmental Affairs serves as the alter ego of the Associate Administrator for Congressional and Intergovernmental Relations, an SES position, and shares fully, in combination with the Deputy Associate Administrator for Congressional Affairs, in the responsibilities of supervising and managing the Office of Congressional and Intergovernmental Relations. These duties include:

1. Oversees the development of Agency policy pertaining to intergovernmental legislative affairs programs of the Agency. This requires close collaboration with internal and external partners including Congressional members and their staffs, the Agency's Administrator, Deputy Administrator, Federal departments and agencies, e.g., the Office of Management and Budget (OMB), Agency program and Regional offices, States, private organizations, and academia, and OCIR's program implementation, communication and outreach activities. Incumbent is recognized as an expert and authoritative representative of the Associate Administrator and provides advice and expertise on developing, managing, evaluating and implementing strategies, policies and directives for the Office relating to intergovernmental affairs. Develops program plans for the operation of the Office.

2. Performs technical direction and workflow management for priority OCIR projects. Such responsibilities include reviewing work on a daily, weekly, and monthly basis as assigned and prioritized by the Associate Administrator. Analyzes the Office's success at meeting Agency, Office and project goals and deadlines and develops recommendations for problem resolution and monitors the implementation of such resolutions. Collaborates with senior leadership, providing advice and counsel on the need for changes in methods, procedures, and policies to strengthen programs or processes.
3. Establishes and maintains working relationships with stakeholders within the Agency and those outside the Agency to keep abreast of thinking and plans which affect Agency programs. Works with all appropriate parties, as required, to implement the Agency's programs on emerging issues, concerns and regulations. The position must often influence managers or other officials to accept and implement findings and recommendations despite conflicting objectives and limited resources. Recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with Members of Congress and their staffs. Works with the Office of General Counsel to encourage the adoption of methods for dealing effectively with other Federal agencies and OMB to ensure that they are brought to bear in the development of specific Agency policy and program initiatives.
4. Provides expert advice to the Associate Administrator and the rest of OCIR senior management on intergovernmental legislation, represents the Agency at intra-agency, inter-agency, and national meetings involving intergovernmental legislation issues; coordinates quick turn-around for Congressional inquiries, and serves as a technical point of contact between OCIR and Agency program and Regional offices, and other Federal agencies, states, the Congress, non-governmental organizations and industry on matters pertaining to appropriations and cross-cutting environmental threats. The incumbent reviews briefing material prepared by staff for the Associate Administrator on environmental issues.
5. May represent the Agency at the White House or before Congressional and interagency conferences. Carries out special assignments to explain the Agency's legislative mission and objectives. Actively participates in conferences, meetings, or presentations involving problems or issues of considerable importance. Keeps abreast of policies, programs, and procedures of the Agency and is knowledgeable of major programs and organizational relationships. As required, briefs the Associate Administrator and other key officials regarding intergovernmental issues.
6. Coordinates the Agency's appearances at Congressional hearings. This includes coordinating the drafting of testimony and obtaining Agency concurrence on testimony; clearance of testimony through OMB; preparation of Agency witnesses; summarizing the hearings for senior management and coordination of responses to questions presented at Congressional hearings.
7. Keeps currently informed on intergovernmental activities affecting the Agency and briefs and consults with key staff in the Headquarters and the Regional Offices on

developments in Congress, and at the Federal, State, Tribal, and local levels that may affect Agency programs. Reviews prepared status reports and studies for the Associate Administrator. These assignments are generally far reaching in impact, unique, and of special depth or intensity and require imaginative and novel approaches. Makes recommendations to the Associate Administrator for possible courses of action.

8. Coordinates, as assigned, OCIR's strategic planning, budgeting, administrative systems, work projects and other internal activities necessary for coordinating implementation of OCIR's priority programs and projects. Identifies and performs in-depth analyses of issues, analyzes the consequences of adopting various proposals and policies, develops options and alternatives, and provides recommendations through written and oral presentations. In particular, analyzes the impact of policy directives from within the Agency, the Office of Management and Budget, and other Federal agencies. Recommendations are based on analyses, reports, general information, and other sources as supplemented by a continuous awareness of Agency policies, issues, and programs. Conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions.
9. Works closely with subordinate supervisory staff and management to gain knowledge, exchange information, resolve issues, and/or discover opportunities that can assist in the implementation of the Office's mission and objectives.
10. Exercises management responsibility over staff members, making assignments and determining duties and priorities, evaluating employee performance, recommending incentives, initiating corrective actions, assuring safety, keeping employees informed at all times, counseling employee, etc.
11. In coordination with the AA and other DAA, exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for subordinate non-supervisory positions and recommends selections for subordinate supervisory positions taking into consideration skills and qualifications, mission requirements, and Equal Employment Opportunity (EEO) and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provide regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate

supervisors and non-supervisory employees and make decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified/sensitive material or Confidential Business Information. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Explains classification determinations to subordinate employees.

12. Performs other duties as assigned.